



PO Box 614 Kununurra 6743  
20 Coolibah Drive KUNUNURRA

Koolama Street WYNDHAM

T | 9168 4100

F | 9168 1798

E | mail@swek.wa.gov.au

W | www.swek.wa.gov.au

8.00am - 4.00pm MON - FRI

# Freedom of Information Application Form

Pursuant to the *Freedom of Information Act 1992, Section 12*

## 1. DETAILS OF APPLICANT

Surname:	_____	Given Names:	_____
Australian Postal Address:	_____ _____		
Daytime Contact Number:	_____	Mobile:	_____
Email Address:	_____		
Agency Name and Contact Details (if applicable):	_____ _____		

## 2. DETAILS OF REQUEST

Information Type	Application Fee	Details	
Personal documents <input type="checkbox"/>	Nil	Request must <b>only</b> contain personal information about the applicant eg. Family details, details of employment, material in personal records, medical reports etc.	
Non-Personal documents <input type="checkbox"/>	\$30.00	\$30.00 application fee and associated charges, and may, subject to the Act and/or consultation, contain information regarding third parties.	
I wish to apply for access to documents concerning:			
_____ _____			
Please indicate a time period for the documents, if possible:			
Start Date:	_____	End Date:	_____

### 3. FORM OF ACCESS

Inspection: <input type="checkbox"/>	Hard Copy: <input type="checkbox"/>	Electronic Copy: <input type="checkbox"/>
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### 4. PAYMENT METHOD

An application fee of \$30.00 is required for Non-personal documents upon receipt of a valid application.  
NB: Your request is not valid unless payment is received.

<input type="checkbox"/> Cheque or Money Order	Please make payable to the Shire of Wyndham East Kimberley
<input type="checkbox"/> Credit Card	Visa or Mastercard (AMEX and Diners is not accepted)

Note: For security reasons, the Shire of Wyndham East Kimberley cannot accept written credit card details. Therefore, please provide the name as displayed on your credit card and sign below to authorise the Shire of Wyndham East Kimberley to debit that card. The Shire of Wyndham East Kimberley will contact you to obtain your credit card number.

Name on Card: .....

Signature: ..... Date

### 5. DISCOUNTS MAY BE AVAILABLE

If you consider you are entitled to a reduction, please submit a request with copies of pension card(s) or other documents that support your application.

<input type="checkbox"/>	I am requesting a 25% reduction in charges on the basis that I am financially disadvantaged and/or the holder of a pensioner concession card ( <i>Freedom of Information Regulations 1993, Reg 3</i> )
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### 6. AUTHORISATION

I understand that before I obtain access to documents I may be required to pay processing charges in respect of this application and that I will be supplied with an estimate of charges, if appropriate, and provided the opportunity to adjust the scope of my application to reduce charges.

Signature: .....	Date
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### 7. FURTHER INFORMATION

For advice and further information on Freedom of Information and the types of documents held by the Shire of Wyndham East Kimberley, please contact the Shire's Freedom of Information Coordinator on (08) 9168 4100 or email [mail@swek.wa.gov.au](mailto:mail@swek.wa.gov.au). The Shire's Information Statement may be accessed from the website: [www.swek.wa.gov.au](http://www.swek.wa.gov.au).

For general information and advice on Freedom of Information you can also contact the Office of the Information Commission on (08) 9220 7888 or see their website at [www.foi.wa.gov.au](http://www.foi.wa.gov.au).

### 8. OFFICE USE ONLY

Receipt No: _____	Date of Receipt: _____	Officer Signature: _____
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**RESPONSE TIME: 45 WORKING DAYS FROM DATE OF RECEIPT OF A VALID APPLICATION INCLUDING PAYMENT  
PLEASE REFER TO IMPORTANT INFORMATION BELOW**

## 9. IMPORTANT INFORMATION

### Freedom of Information Applications

1. Please provide as much detail of your request as possible so that the documents you are requesting may be identified. Applications cannot be accepted without sufficient information being provided.
2. The Shire of Wyndham East Kimberley may request proof of your identity.
3. If you are seeking access to a document(s) on behalf of another person, the Shire of Wyndham East Kimberley will require authorisation, usually in writing.
4. Your application will be processed as soon as practicable. All applications will be processed within 45 days.

### Forms of Access

1. You may request access to documents in different formats. Where the Shire is unable to grant access in the form requested, access may be provided in a different form.

### Fees and Charges

1. No fees are applicable for an internal or external review.
2. An application fee of \$30.00 is applicable in every instance for applications for non-personal information.
3. The Shire may seek charges for postage, special arrangements for access or for specialised access such as reproductions.

### Lodgement of Applications

**By Post:**

FOI Coordinator  
Shire of Wyndham East Kimberley  
PO Box 614  
KUNUNURRA WA 6743

**In Person:**

FOI Coordinator  
Shire of Wyndham East Kimberley  
120 Coolibah Drive  
KUNUNURRA WA 6743

**By Email:**

[mail@swek.wa.gov.au](mailto:mail@swek.wa.gov.au)  
Attention: FOI Coordinator